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*The National Center for the
Business of Family Child Care*

The Seven Rules of Good Record Keeping

- 1) Track income from each parent and the Child and Adult Care Food Program.
- 2) Save the receipts for all business purchases.
- 3) Mark your receipts.
- 4) Organize receipts by category, not by month.
- 5) Keep track of how much time each week you use your home for your business.
- 6) Conduct a regular review of your records.
- 7) After filing your tax return, keep your records in a safe place for three years.